



DEPARTMENT OF CORRECTIONS

BRIAN SCHWEITZER, GOVERNOR

5 SOUTH LAST CHANCE GULCH

STATE OF MONTANA

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September 23, 2011

To: All Interested Vendors

Re: Request for Information

The **Montana Department of Corrections (MDOC)** is requesting information from potential contractors interested in providing secure housing of MDOC inmates, as identified herein. The Department invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is intended strictly for the purpose of gaining knowledge of possible locations and capabilities available in Montana and an estimate of their corresponding costs. This RFI should not be construed as intent, commitment, or promise to acquire services or solutions offered. **No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become the property of the Montana Department of Corrections. The Department will not pay for any information herein requested nor is it liable for any cost incurred by a vendor responding to this RFI.

RFI responses must be received prior to close of business on **October 13, 2011** at the following address:

Gary Willems
Montana Department of Corrections
5 South Last Chance Gulch
Helena MT 59601

All questions related to this RFI process may be directed to the Contracts Officer listed above at **406-444-4941** or **gwillems@mt.gov**. We appreciate your attention to this RFI and ask that you consider submitting a response to this request.

Sincerely,

Gary Willems, Chief
Contracts Management Bureau

1.0 PURPOSE AND OBJECTIVES

The Montana Department of Corrections (MDOC or Department) received authorization and funding from the 2011 Legislature to increase the current MDOC “inmate bed capacity” by up to 120 beds. This increase in overall capacity is intended to reduce pressure on Montana State Prison and reduce or eliminate the backlog of inmates being held in county jails awaiting transfer to an MDOC facility. All beds will be for **male** inmates only.

This RFI process is an information-gathering tool that is beneficial in developing a competitive procurement document (i.e., Request for Proposals – RFP) that will be used to solicit offers from contractors interested in housing these inmates. At present time, the Department anticipates a need to contract with an offeror(s) to house up to one-hundred twenty (120) medium security inmates including at least twenty (20) geriatric/disabled special needs inmates. However, these numbers may change based upon responses to this RFI. The specific number and type of beds will be [initially] identified in the RFP document and will [ultimately] be determined through the RFP process - dependent upon proposed bed costs and Offeror’s ability to provide the necessary beds.

In accordance with Montana Code Annotated, potential contractors include both private and public entities that are classified as “for-profit” or “not-for-profit” businesses and may be a Montana or out of state business. The facility must be located in Montana and the RFP will address location in more detail.

2.0 PROJECT DESCRIPTION

The Department has identified two specific inmate groups to be addressed by this increase in bed capacity: **medium custody** inmates and **special needs** inmates. For the purpose of this RFI, *medium custody* inmates are defined as “inmates whose movement [within] a facility is restricted and does not require restraints, but movement of medium custody inmates [outside] a facility does require wrist, belt, and leg restraints.” For the purpose of this RFI, *special needs* inmates are defined as “inmates in need of specialized programming, supervision, or housing arrangements” and will include inmates that are *disabled or geriatric; inmates with a mental health diagnosis; inmates who require sex offender treatment; and, youthful offenders (ages 18-25 and those under age 18 who were sentenced by a district court as adults)*.

The Department would *prefer* that all of these beds be located at a single facility, but recognizes the fact that this *may not* be feasible for various reasons. The Department also recognizes that there are significant advantages, as well as disadvantages, in awarding a single contract for a single facility solution verses multiple contracts for multiple housing solutions. For these reasons, the Department is hoping to receive a strong response to this RFI and will review and consider all potential housing options presented to us through this RFI process before making any final decisions regarding the allocation of beds.

Funding for this endeavor becomes available to the Department on July 1, 2012. Therefore, inmates cannot be placed into a selected Offeror’s facility until this time and the Department expects a facility to be operational and begin accepting these inmates by October 1, 2012. The Department intends to issue a Request for Proposals in October 2011 and award a contract(s) for this service in January 2012.

3.0 RFI RESPONSE INSTRUCTIONS

The Department is asking all interested parties to submit a response containing the following information:

- ✓ Your interest in providing the services identified;
- ✓ Your capability to provide medium custody inmate beds (including specific number of beds and housing arrangement);
- ✓ Your capability to provide special needs beds (including specific number of beds and specific designation “special needs inmate” you could serve);
- ✓ If applicable, a description of other non-MDOC inmates that would be housed at this same facility (Briefly describe your operational plan to house MDOC and non-MDOC inmates in a shared facility);
- ✓ General location of your facility;
- ✓ A list of possible issues the Department may encounter while trying to fulfill the identified needs and include suggestions to address said issues;
- ✓ Ideas, suggestions, and/or alternative solutions that you believe might prove advantageous to the Department and the State of Montana.;
- ✓ An estimated price range that you would expect to receive as compensation for providing the services identified herein (lowest estimate to highest estimate);
- ✓ Your suggested schedule and ability to accept/transfer inmates into your facility; and
- ✓ An indication if you anticipate submitting an offer to a Request for Proposals as a private correctional facility pursuant to 53-30-605, MCA, or a regional correctional facility pursuant to 53-30-501, et. seq., MCA.
- ✓ **If unable to address this request, what prevents your organization from fully responding to this RFI?**